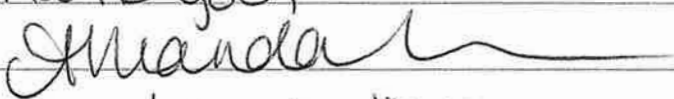


8/31/23

Dear Superintendant Swartz,

I am writing to request a leave of absence from my current Typist position at Sacandaga Elementary School. The reason for this request is so that I may accept the Executive Secretary 1 position at Sacandaga provisionally as of 9/1/2023.

Thank you,



Amanda Imman